

**United States Embassy**

**Tokyo, Japan**



***The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment***

**OPEN TO:** All Interested Candidates  
**POSITION:** **Cultural Affairs Assistant (position number N71007)**  
**FSN-6005-9, FP-5 (Full Performance Level)**  
**FSN-8, FP-6 (Trainee Level)**  
**OPENING DATE:** October 30, 2003  
**CLOSING DATE:** November 14, 2003  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$32,811 p.a. (Trainee salary)  
(Position Grade: FP-8 is confirmed by Washington)  
\*Ordinarily Resident: ¥8,664,261 p.a. (Trainee salary)

**Note:**

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and green card holders.

**BASIC FUNCTION OF POSITION**

The Cultural Affairs Assistant, under the direction of the supervisor, conceptualizes and develops seminars, digital video conferences and other Public Affairs programs featuring US speakers in support of MPP goals in such areas as US society, US religion, and literature and the arts, and coordinates the implementation of these programs at American Centers and Consulates throughout Japan. The employee also advises Cultural Section staff on the appropriate thematic focus for Public Affairs programs and the best venue and venue and audience for achieving USG goals through these programs. To do so effectively, the Cultural Affairs Specialist must have wide knowledge of the current local intellectual environment surrounding issues of MPP concern, and draw on his/her contacts in local government, academic and think tank circles. The Cultural Affairs Specialist manages program schedules, develops program support materials, and maintains a C/P intranet site with this information for use by this office, as well as colleagues throughout Japan and Washington.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Bachelor's degree in International Relations, American Studies, Social Science, American Literature, Communications, Library Science or related disciplines is required.
2. Prior Work Experience: Five years progressively responsible experience in conference development, research, academic or private sector exchange programs, program coordination, and/or media production is required.

3. Language Proficiency: Level 4 (Fluent) Speaking/Reading/Writing Japanese is required. Level 4 (Fluent) Speaking/Reading/Writing English is required.
4. Knowledge: The incumbent must understand the function and substance of the MPP and which Embassy sections have primary responsibility for that MPP goal. The incumbent must also understand the current academic discourse (in both US and Japan) on various subjects related to program themes, and have a working knowledge of the key experts and institutions in those fields is required.
5. Skills and Ability: Must be able to develop, schedule and help constituent post carry out substantive speaker programs. Needs to draft correspondence and reports in English; brief high level American experts; have working knowledge of email, word processing and database software applications; be able to program in HTML and maintain a C/P Intranet site is required.

### **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/wwwinfo-jobs.html>

### **SUBMIT APPLICATION TO**

Human Resources Office  
 Attention: Mary Smith  
 Address: 1-10-5, Akasaka, Minato-ku,  
 Tokyo 107-8420

### **POINT OF CONTACT**

Mary Smith  
 Telephone: 03-3224-5640  
 FAX: 03-3224-5818

### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: November 14, 2003**  
**An Equal Opportunity Employer**